

May 5, 2010

FOOD STAMP PROGRAM GUIDE

Special Notice

10-10

Addendum A

Subject	Change to Food Stamp Employment & Training (FSET) Program
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Effective Date	Upon receipt.
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Purpose	<p>The purpose of this special notice is to provide instructions to Family Resource Centers (FRC's) and FSET staff on:</p> <ul style="list-style-type: none">• Forwarding FSET Orientation Schedules to the FSET Social Worker Supervisor,• Discontinuing FSET Orientations,• Sending a Notice of Appointment Cancellation (Attachments A and B) and• Continuing to process FSET activities until further notice.
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Background	<p>The California Department of Social Services allows each county to design its own FSET program and target populations to serve. Historically San Diego County has chosen to serve all Non-Assistance Food Stamps (NAFS) employable clients who are not otherwise exempt.</p>
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New Target Population	<p>San Diego County is in the process of updating the FSET Program to focus on a new target population. More information will follow as processes for the new target population are finalized.</p>
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FSET Policy Change	<p>Effective 5/10/2010 FSET Staff will discontinue conducting FSET Orientations. All participants currently scheduled for FSET Orientation on or after 5/10/2010 will receive a Notice of Appointment Cancellation informing them that they are not required to participate at this time.</p>
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**Current FSET
Participants**

Those participants already assigned Job Search or Workfare activities should continue in those assignments under current FSET policy until further notice.

**FSET Staff
Actions**

FSET Staff will continue to process Job Search forms received, assign Workfare activities, and sanction non-compliant participants under current FSET policy until further notice.

FSET Sanctions

Those clients currently required to participate who are non-compliant with the FSET Program will be sanctioned unless good cause can be established by the FSET Social Worker (SW). Any sanctioned individuals will be required to live out their sanctions.

FRC Action

- Send all FSET Orientation schedules dated 5/10/2010 and after to FSET Social Worker Supervisor Soksann Edwards via e-mail no later than 5/10/2010. (FSET will coordinate staff to send cancellation letters to scheduled clients.)
 - Notify any clients appearing for their previously scheduled FSET Orientation appointment that their appointment has been cancelled and they are not required to participate at this time. Refer the client to the FSET SW if they have additional questions.
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**FSET Office
Assistant Action**

- Beginning with 5/10/2010 FSET Orientation Schedules, clear each case number in CalWIN to determine case address, complete letter of cancellation, copy the letter so that it may be imaged and mail to each participant, and
 - Enter a Case Comment in CalWIN that the Notice of Appointment Cancellation was sent, and
 - Image copy of Notice of Appointment Cancellation.
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**General Relief
(GR) Impact**

There is no impact to the GR Work Project requirements. Able-Bodied applicants/recipients will continue to be referred for their Work Project assignments.

ACCESS Impact

None.

Automation
Impact

FSET Registration instructions are being developed and will be released shortly.

Forms Impact

FSET staff will copy Attachments A and B, Notice of Appointment Cancellation as needed.

Imaging Impact

The manual Notice of Appointment Cancellation is to be imaged using template # 16-140.

Operational
Impact

None.

QA Impact

QA will cite the appropriate error when the instructions cited in this material have not been followed.

Assistant Deputy
Director

A handwritten signature in black ink, appearing to read "Sylvia Meleña", with the word "for" written in smaller script below it.

SYLVIA MELENA, Assistance Deputy Director
Self-Sufficiency Programs
Strategic Planning & Operational Support

TG



County of San Diego

HEALTH AND HUMAN SERVICES AGENCY

FOOD STAMPS EMPLOYMENT AND TRAINING PROGRAM (FSET)

NOTICE OF APPOINTMENT CANCELLATION

Date: _____

Dear FSET Participant,

The County of San Diego, Health and Human Services Agency has implemented a new policy regarding the Food Stamp Employment and Training Program. Effective upon receipt of this letter, you are no longer a required participant. Therefore your appointment on _____ at _____ at _____ has been cancelled.

Please note that this change has no impact on your food stamp case. You will continue to receive food stamps through your current certification period as long as all other eligibility requirements are met.

If you have any questions regarding this notice, please contact ACCESS at 1(866) 262-9881.

Thank You



County of San Diego

HEALTH AND HUMAN SERVICES AGENCY

PROGRAMA DE EMPLEO Y ENTRENAMIENTO DE PARA PERSONAS QUE RECIBEN ESTAMPILLAS PARA COMIDA

AVISO DE CANCELACIÓN DE CITA

Fecha: _____

Estimado(a) participante de FSET (Programa de Empleo y Entrenamiento para personas que reciben Estampillas para Comida),

La Agencia de Salud y Servicios Humanos del Condado de San Diego ha implementado un nuevo reglamento respecto al Programa de Empleo y Entrenamiento para personas que reciben Estampillas para Comida (FSET). A partir de hoy, no se le requerirá participar en este programa.

Así que su cita que tenía para el día _____ en _____ a las _____ ha sido cancelada.

Este cambio no afectará su caso de Estampillas para Comida. Continuará recibiendo Estampillas para Comida hasta que se termine su período de certificación y si reúne todos los otros requisitos del programa.

Si tiene preguntas respecto a esta carta, por favor llame a ACCESS al número 1(866) 262-9881

Gracias